



HAWAI'I TEACHER
STANDARDS BOARD

REFERENCE GUIDE TO
TEACHER LICENSURE

JULY 2015

650 IWILEI ROAD, SUITE 201
HONOLULU, HAWAII 96817

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ALL LICENSE AND PERMIT APPLICANTS

For all applicants:

1. Application and renewal information may be found on the HTSB website, **www.htsb.org**.
2. If you answer “yes” to any questions in the Professional Fitness section, you will be notified to submit additional documentation.
3. Completion of a state approved Educator Preparation Program (EPP) may be verified in one of the following ways:
 - a. If you completed a state approved EPP in Hawaii since 2002, your institution will verify your teacher education program completion directly to HTSB, and you do not have to submit the Institutional Recommendation.
 - b. If you completed an EPP in Hawaii prior to 2002 or in another state at any time, submit the: Educator Preparation Program Recommendation form.
 - c. If you completed a non-U.S. EPP, submit an evaluation of your foreign transcript from a transcript evaluation company that is a member of NACES with your application. A listing of companies may be found at <http://www.naces.org/members.html>
4. Transcripts, when required, may be received electronically from your institution or a hard copy may be mailed directly to HTSB.
5. Basic skills and content knowledge, when required, may be verified by any the following:
 - a. Basic skills:
 - i. Basic skills licensure tests in reading, writing, mathematics (if you were licensed out of state you may use those tests to meet this requirement); OR
 - ii. Bachelor’s degree from a regionally accredited institution; OR
 - iii. SAT in reading and mathematics (also requires licensure test in writing); OR
 - iv. ACT in reading and mathematics (also requires licensure test in writing);
 - b. Content knowledge:
 - i. Licensure test in the content field (if you were licensed out of state you may use those tests to meet this requirement). Content knowledge tests are listed on our website;
 - ii. Content major in the content field from a bachelor’s degree from a regionally accredited institution; OR
 - iii. Thirty credit hours of coursework in the content field from a regionally accredited institution, 15 of which must be upper division courses; OR
 - iv. Advanced degree from a regionally accredited institution (master’s, specialist, doctorate) in the content field; OR
 - v. National Board for Professional Teaching Standards certification in the content field.
6. Pay the license fee using the HTSB online licensing system so your license/permit is immediately activated.

LICENSE AND PERMIT REQUIREMENTS

ADVANCED LICENSE

FOR TEACHERS WHO HOLD A STANDARD LICENSE IN HAWAII OR ANOTHER STATE; HAVE AT LEAST FIVE YEARS OF EXPERIENCE WITHIN THE LAST EIGHT YEARS IN HAWAII OR ANOTHER STATE. SUBMIT:

1. The Advanced License application.
2. Proof of one of the following with your application:

An official transcript verifying you received a master's, specialist or doctoral degree from a regionally accredited institution. This degree must be in an area relevant to the teaching field for which a license is sought or a field that improves the practice of teaching. Examples of a degree that improves the practice of teaching include, but are not limited to: curriculum and instruction; technology; reading; teacher leadership. You may not use a degree that was used to obtain your Standard License.

OR

A copy of your current, valid National Board for Professional Teaching Standards (NBPTS) certificate and, if you hold one, a copy of your current, valid out-of-state teaching license. Hawaii licensed teachers do not need to submit a copy of their Standard License or their NBPTS certificate if it was earned while a Hawaii licensed teacher.

OR

Verification form completed by a school administrator that you are designated as a teacher leader or master teacher by the Hawaii Department of Education, a Hawaii Charter School or a member school of the Hawaii Association of Independent Schools.

3. The Verification of Qualifying Experience for Advanced License form to document five (5) out of your last eight (8) years of satisfactory full-time teaching experience in the state which issued your Standard License.
4. Pay the license fee online.

STANDARD LICENSE

There are multiple routes to obtain the Standard License. Find the category (A – G) that describes your preparation and license background and submit the documents listed for your category.

CATEGORY A: APPLICANTS WHO COMPLETE A STATE APPROVED EDUCATOR PREPARATION PROGRAM (EPP) AND DO NOT HOLD A TEACHING LICENSE IN HAWAII OR ANY OTHER STATE. SUBMIT:

1. The Standard License application online.
2. Verification that you completed a State Approved Educator Preparation Program (EPP).
3. Verification of meeting basic skills and content knowledge.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY B: APPLICANTS WHO HOLD A VALID TEACHING LICENSE AND A VALID NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) CERTIFICATE. SUBMIT:

1. The Standard License application online.
2. A copy of your current, valid out of state teaching license and current NBPTS certification with your application.

3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY C: APPLICANTS WHO RECEIVED THE MERITORIOUS NEW TEACHER CANDIDATE (MNTC) DESIGNATION ON THEIR VALID OUT OF STATE TEACHING LICENSE. SUBMIT:

1. The Standard License application online.
2. A copy of your current, valid out of state teaching license with the MNTC designation with your application.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY D: APPLICANTS WHO HOLD A TEACHING LICENSE ISSUED IN ANOTHER STATE FOR THE FIRST TIME SINCE JULY 1, 2006. SUBMIT:

1. The Standard License application online.
2. If your licensing agency does not have a public license lookup, submit HTSB form 0S3009.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY E: APPLICANTS WHO HELD A VALID, UNREVOKED TEACHING LICENSE FROM ANOTHER STATE FOR AT LEAST THREE (3) OF THE LAST FIVE (5) YEARS, SUBMIT:

1. The Standard License application online.
2. If your agency does not have a public license lookup submit HTSB form 0S3009.
3. Verification of basic skills and content knowledge expertise.
4. Pay the license fee online.
5. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY F: APPLICANTS WHO ARE RECOMMENDED BY A HAWAII PREPARATION PROGRAM UNDER AN ALTERNATIVE METHOD FOR PREPARATION, SUBMIT:

1. The Standard License application online.
2. Verification of your preparation program completion, basic skills and content knowledge in the field of your preparation program.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY G: APPLICANTS WHO COMPLETED A NON-U.S. TEACHER EDUCATION PROGRAM, SUBMIT:

1. The Standard License application online.
2. An evaluation of your foreign transcript from a transcript evaluation company that is a member of NACES with your application. A listing of companies may be found at <http://www.naces.org/members.html>. The evaluation must verify that you completed a teacher preparation program and list the teaching field(s).
3. Verification of basic skills and content knowledge in the field of your preparation program.

4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

ALTERNATIVE ROUTE TO LICENSURE USING A PRE-SERVICE PERFORMANCE ASSESSMENT

Hawaii Education Preparation Programs may recommend an experienced teacher who has not been previously licensed after evaluation of the individual's preparation and experience. This route is the exception rather than the rule and would only be used for individuals who have successful teaching experience in a setting that did not require a P-12 teaching license. Submit:

1. The Standard License application online.
2. Pass the pre-service performance assessment selected for use by your EPP.
3. Meet any other requirements set by you EPP, such as coursework, observation and clinical experience.
4. Your EPP must submit your name directly to HTSB as a program completer.
5. Meet the basic skills and content knowledge requirements for Hawaii standard licensure.
6. Pay the license fee online.

CAREER AND TECHNICAL EDUCATION LIMITED STANDARD LICENSE

TEACHERS HOLDING THIS LICENSE MAY ONLY BE ASSIGNED TO THE CONTENT FIELD ON THEIR LICENSE AND MAY NOT ADD ANY ADDITIONAL FIELDS TO THE LICENSE. SUBMIT:

1. The Standard License application online.
2. An official transcript showing completion of an associate's degree from a regionally accredited college.
3. Documentation of a minimum of three (3) years of industry experience in the content field.
4. Evidence of one of the following ways to meet content knowledge:
 - a. Content test in the field. OR
 - b. Current valid national industry certification in the content field. OR
 - c. Current valid industry license in the content field. OR
 - d. Thirty (30) hours of coursework in the content field.
5. Evidence of one of the following:
 - a. Fifteen (15) hours of pedagogy coursework from a state approved teacher education program in the grade level of the license; OR
 - b. Twelve (12) hours of pedagogy coursework from a state approved teacher education program in the grade level of the license AND a passing score on the Principles of Learning and Teaching (PLT) in the appropriate grade level of the license.
6. Pay the license fee online.

PROVISIONAL LICENSE

This is the initial license issued to all educators who have less than three years of contracted, full time teaching experience.

1. The Provisional License application online.
2. Verification that you completed a State Approved Educator Preparation Program (EPP).
3. Verification of meeting basic skills and content knowledge.

EMERGENCY HIRE PERMIT

A limited duty permit issued to an individual employed by the Hawaii public schools to provide instruction as an emergency hire in a declared shortage area where no licensed teacher is available or the individual is assigned to a school that is identified as hard to staff. Submit:

1. The Emergency Hire Permit application.
2. The Department of Education or a Charter School must verify you are an emergency hire in their school.
3. Pay the fee to practice the profession of teaching each year.

CAREER AND TECHNICAL EDUCATION PERMIT

A limited duty special permit issued to an individual employed by the Hawaii public schools to provide instruction in career and technical education. Submit:

1. The application for Career and Technical Education Special Permit.
2. The Department of Education or a Charter School must submit verification you are a CTE teacher in their school and meet the requirements.
3. Pay the fee to practice the profession of teaching each year.

NI'HAU PERMIT

A limited duty special permit issued to instructors working in Hawaii public schools on the island of Ni'ihau. ***May be renewed annually until August 31, 2015.*** Submit:

1. The application for the Ni'ihau Limited Duty Special Permit.
2. Work toward meeting licensing requirements set by the Board.
3. Pay the fee to practice the profession of teaching each year.

FEE PAYMENT

All applicants, licensees and permittees are responsible for the license fee or the fee to practice the profession of teaching. Fees for licenses and permits are non-refundable.

CURRENT FEES

Provisional License or Permit - \$48 per year

5 year Standard License - \$240 one-time payment OR \$48 per year.

10 year Advanced License - \$480 one-time payment OR \$48 per year.

FEES may be paid by one of the following methods:

- Pay online using an eCheck or Credit/Debit card.
- Pay using the DOE Payment Assistance: only for tenured, actively employed DOE teachers. See page 10 for more information on this process.
- Pay by personal check: this method incurs an administrative fee and requires additional processing time as indicated below.

Payment by Personal Check	License Fee	Administrative Fee charged by eHawaii.gov	Your Total
Annual Payment	\$48.00	\$5.80	\$53.80
One time full payment	\$240.00	\$25.00	\$265.00

PAY ONLINE

Pay through your MyHTSB account via credit card (MC, Visa, Discover or Amex) or eCheck. You may either pay the full amount or select a payment plan at the rate of \$48 per year. HTSB will pay the administrative fee for payments made on time using the online system.

HAWAII DEPARTMENT OF EDUCATION FEE PAYMENT FOR TENURED TEACHERS WHO MEET THE CRITERIA

Appendix XVI, Memorandum of Understanding between the State of Hawaii Board of Education and the Hawaii State Teachers Association, provides for payment of the license renewal fee for all tenured teachers, provided the teacher received a “satisfactory”, “effective” or “highly effective” rating in the preceding year of renewal. Your license fee will be paid by the DOE as long you meet the following requirements and follow the procedure outlined below:

Requirements:

- You are a tenured DOE Bargaining Unit 05 employee.
- Your license expires or you owe an annual license fee payment on or after June 30, 2014.
- You receive a “satisfactory”, “effective” or “highly effective” rating on your evaluation for the 2013-2014 school year. Since ratings for this school year qualify as “no fault”, all tenured teachers will be eligible for the fee payment between June 30, 2014 and June 29, 2015.
- You hold an active HTSB Standard or Advanced license in good standing, meaning that all license fees you owe up to but not including June 30, 2014 have been paid.

Procedure:

- Licensees meeting the requirements above ***must*** take the following action to have the license payment from the DOE applied to their MyHTSB account. If you have not linked to your online licensing account, please follow the instructions published in the FAQs on the HTSB website, <http://www.htsb.org/help-center/faqs/>.
 - You must submit an online license renewal application by logging into your MyHTSB account within the six months prior to your license expiration date. During the online application process, you should select “DOE Payment Assistance”* when prompted for method of payment.
 - If you have an annual license fee payment due on or after June 30, 2014, you must login to your MyHTSB account prior to the fee due date, go to the Payment Tab, and select “DOE Payment Assistance” when asked for method of payment.
- For this time period, the HTSB will pay the administrative fee charged by the online licensing system vendor for you if you follow this procedure, so you will not have any out of pocket expenses for your license fee.

Even if you meet the qualifications, if you do not login to your MyHTSB account and select “DOE Payment Assistance” you will be responsible for your own payment. Please note if you do not renew your license or make payment in a timely manner prior to the due date, you will be assessed a \$25 late fee according to Hawaii Administrative Rules and you must pay the online system administrative fee as provided in HTSB policy NBI 13-27. In addition, your license status will lapse per Hawaii Revised Statute §302A-805, affecting your eligibility to teach at a public school.

Refunds for license fees you paid previously are neither refundable by HTSB nor reimbursable by the DOE. Charter School teachers are not affected by this MOU.

HOW TO CREATE AN ONLINE LICENSING ACCOUNT

HOW DO I CREATE A MYHTSB ACCOUNT?

1. Visit the new user account creation page.
Make sure to select "No, I just want to get setup to use this service" in response to the question "Are you a Subscriber to eHawaii.gov?" and click "continue."
2. Enter all of the required fields and select "Create Account" at the bottom of the page.
3. Click on "Return to HTSB" to log in. (Or you can log in at:<https://htsb.ehawaii.gov/htsb-renewals/login.html>)
4. Enter the email and the password you created.
5. You will be prompted to search for your license using the last four digits of your social security number, your last name, and your year of birth.
6. When you see your license information, select your record by clicking the small radio button to the right of your information and click continue. This will take you to your license.

HOW CAN I CHANGE MY MYHTSB PASSWORD?

1. Visit: <http://lala.ehawaii.gov/lala/>
2. Log in with your email address and password.
3. On the left side of the screen select "Modify Account Information".
4. Enter your new password in to the fields "Password" and "Confirm Password" (below your email address).
5. Scroll down and enter the password you currently use to log in in the "Current Password" field.
6. Select "Update My Account" to save your changes.

HOW CAN I RETRIEVE MY MYHTSB ACCOUNT PASSWORD?

1. Visit: <http://lala.ehawaii.gov/lala/account/retrieveSecretQuestion.lala>
2. Enter the email address associated with your MyHTSB account and select "Retrieve Password".
3. A new password will be generated and sent to the email address on file.

HOW CAN I CHANGE THE EMAIL ASSOCIATED WITH MY MYHTSB ACCOUNT?

1. Visit: <http://lala.ehawaii.gov/lala/>
2. Log in with your email address and password.
3. On the left side of the screen select "Modify Account Information".
4. Enter any changes to the fields and select "Update My Account" to save your changes.

HTSB CONTACT INFORMATION

LICENSING AND LICENSE RENEWAL QUESTIONS

LICENSING

Christina Simpson, Licensing Specialist
808-586-2619 Email: csimpson@htsb.org

LAST NAMES A-J: Gail Sakaida

808-586-2617 or gsakaida@htsb.org FAX: 808-586-2778

LAST NAMES K-Z: Sally Okazaki

808-586-2618 or sokazaki@htsb.org FAX: 808.586-2779

SKYPE

Meet with us on Skype. Call your Licensing Clerk above to set up your appointment.

PROFESSIONAL FITNESS ISSUES

Email: ethics@htsb.org

OFFICE HOURS

Monday – Friday: 7:45 AM – 4:30 PM, excluding state holidays

ADDRESS

Hawaii Teacher Standards Board
650 Iwilei Rd, #201
Honolulu, Hi 96817
808-586-2600
FAX: 808-586-2606

NBPTS QUESTIONS: Dr. Cristy Kessler

Email: nbckess@gmail.com

PROFESSIONAL DEVELOPMENT AND PREPARATION PROGRAMS

Carolyn Gyuran, Education Specialist
808-586-2616 Email: cgyuran@htsb.org

ADMINISTRATIVE OFFICE

808-586-2601 FAX 808-586-2606

Lynn Hammonds, Executive Director

Jill Agena, Secretary

Neighbor Islands

When calling from neighbor islands on a State of Hawaii telephone line (such as a DOE school), use the HATS system: dial the last five (5) digits of our telephone number for a toll free call. Ex.: to call the main number, dial 62600. The HATS system does not work from your home or cellular telephone.

LICENSING AND PERMIT REFERENCE DIAGRAMS

Provisional License

Complete Preparation Program

Basic Skills and Content
Knowledge Verification

Professional Fitness

Fee

Standard License EPP Route

Complete Preparation Program

Basic Skills and Content Knowledge
Verification

Professional Fitness

Fee

3 out of last 5 years of satisfactory full
time experience

Standard License NBPTS Route

Current, valid NBPTS certification

Current, valid out of state license

Professional Fitness

Fee

3 out of last 5 years of satisfactory full
time experience

Standard License MNTC Route

Current, valid out of state
license with MNTC designation

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License OOS Route

Current, valid OOS license first
issued since July 1, 2006

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License OOS Route 2

Current, valid OOS license

Basic skills and Content Knowledge
Verification (either Hawaii or OOS)

Professional Fitness

Fee

3 out of last 5 years of satisfactory
full time experience

Standard License Alternative EPP Route

Evaluation by EPP, including
preservice assessment

Basic Skills and Content Knowledge
Verification

Professional Fitness

Fee

3 out of last 5 years of satisfactory full
time experience

Standard Limited License: Career and Technical Education

Employed in public school as only as a CTE teacher.
May not add other fields to this license.

ONE of the following methods of meeting content expertise is required:

Praxis in the content field, if one exists;

Current valid National Industry Certification in the content area;

Current valid industry license in the content area;

30 hours coursework in the license field.

Professional Fitness

Fee

Advanced License:
NBPTS Route

Hold valid NBPTS
Certification

Hold valid Standard License
in Hawaii or another state

Professional Fitness

Fee

Five out of the last eight
years Satisfactory
Experience

Advanced License:
Degree Route

Complete Master's,
Specialist or Doctoral
Degree not used for
Standard License

Hold Standard License in
Hawaii or another state

Professional Fitness

Fee

Five out of the last eight
years Satisfactory
Experience

Advanced License:
Teacher Leader Route

Is designated as a Teacher
Leader by the Hawaii DOE,
Charter School, or HAIS
School

Hold Standard License in
Hawaii or another state

Professional Fitness

Fee

Five out of the last eight
years Satisfactory Experience

Adding a Field
to a Hawaii
Standard or
Advanced
License:

Preparation
Program Route

Complete a
preparation
program in the
new field.

Adding a Field
to a Hawaii
Standard or
Advanced
License:

Coursework
Route

Complete 30 hours of
coursework in the new
field or in a
preparation program
for the new field.

Have one year of half
time or more
contracted teaching
experience in the new
field within five years
of application date.

OR

Have three years of
contracted teaching
experience in the
grade span of the
new field

OR

Pass the PLT in the
new grade span.

Adding a Field
to a Hawaii
Standard or
Advanced
License:

Testing Route

Pass the content
examination in the
new field.

Have one year of half
time or more
contracted teaching
experience in the new
field within five years
of application date.

OR

Have three years of
contracted teaching
experience in the
grade span of the
new field

OR

Pass the PLT in the
new grade span.

Adding a Field to a
Hawaii Standard or
Advanced License:

NBPTS Route

Obtain
NBPTS
certification
in the new
field.

Adding a Field to a
Hawaii Advanced
License:

Advanced License
Route

Have a
content
major in the
new field.

OR

Pass the
licensure
test in the
new field.

Career and Technical Education Permit

Employed in public school as
CTE teacher

Three years satisfactory full-time
experience in field of instruction

Professional Fitness

Fee

Ni`ihau Permit

Employed in public school where instruction is in Ni`ihau dialect

May be granted up to August 31, 2015

Professional Fitness

Fee to practice the profession of teaching

Emergency Hire Permit

Be employed in a Hawaii public school in a shortage or hard to fill classroom

Professional Fitness

Fee to practice the profession of teaching